County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
HAZARDOUS MATERIALS DIVISION
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CERS Guide for an Existing Business Generating Medical Waste

Businesses in San Diego County generating medical waste must apply and maintain a Unified Program Facility Permit (UPFP) which is now required to be updated on-line through the California Environmental Reporting System (CERS). In order to help medical offices be in compliance with the electronic reporting mandate and to ease their burden of re-entering information already captured in the County database, in December 2012, the County of San Diego, Department of Environmental Health (DEH), Hazardous Materials Division (HMD) pre-populated CERS with your business information from what we had in our internal database. The procedure below outlines how to request access to your Unified Program Facility in CERS and how to enter or verify your medical waste into the inventory element of CERS. Your business may also be subject to various hazardous materials requirements; in such case additional steps not outlined in this guide will be necessary and your area inspector can provide further guidance. Please be advised that permitting fees and invoices will continue to be generated from our newly acquired Accela Business Case Management System and it is business as usual. Once an invoice is mailed out to your facility, you are required to pay the annual fees and maintain a valid UPFP at all times.

Overview: Applying for a permit and entering/editing your medical waste information into CERS.

Step I: Create a CERS account

Step II: Request access to your "Seeded" Facility

Step III: Answer "Yes" in the Hazardous Materials box of the Business Activities form.

Step IV: Fill out the Business Owner/Operator Identification form

Step V: Enter or verify medical waste information in the Hazardous Materials Inventory submittal element.

Step VI: Select "Exempt" for the Site Map requirement

Step VII: Submit

Step I: Create a CERS account- if you already have a username and password, skip to Step II

First time users, please visit CERS home page @ http://cers.calepa.ca.gov/

1.   Select **"Business Portal Sign In"**

2. Now select **"Create New Account"**

3. Fill out the CERS Registration page. Make sure the username and password meet the requirements in the red box.
4. Select **"Create My Account"**
5. You will receive an automated email message to activate your account, please follow these instructions. You have 30 days to activate your account. If you do not receive this email, check your spam or junk folder.

Step II: Request access to your "Seeded" facility- if you already have access, skip to Step III.

1. CERS has been pre-populated with some of your facility information by a process called "seeding". You will need to request access to your facility. San Diego County DEH will grant access to those that are existing contacts to the business; contact information will be verified from our database. Consultants and contractors will need to provide a letter on the business letterhead, signed by the business owner and/or operator giving permission for lead user access. Please go to http://www.sdcounty.ca.gov/deh/hazmat/hmd-cers-info.html for a template letter.

   Click on the "**Search Existing Businesses/Facilities"** button in order to search for your seeded facility.
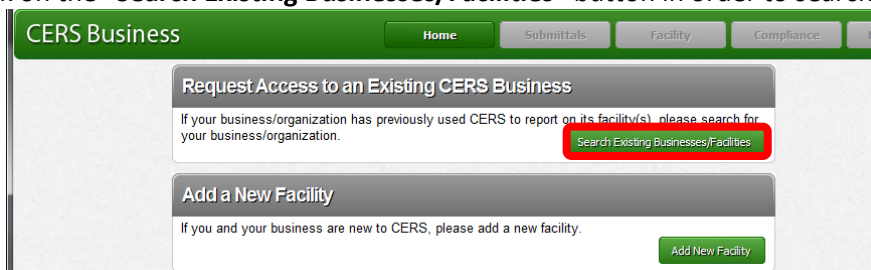
2. Use the search box provided to find the facility that was created for you (your seeded facility). You do not need to fill out every field in this search box. If you received a letter from HMD with your CERS' ID listed, enter that number to find your facility. If you are having trouble finding your facility, look at your permit (on site) and type the **facility** **name** exactly as it is listed on your permit.. If you still cannot find your seeded facility, **do** **not** create a new facility, please contact HMD at 858-505-6661 for assistance.
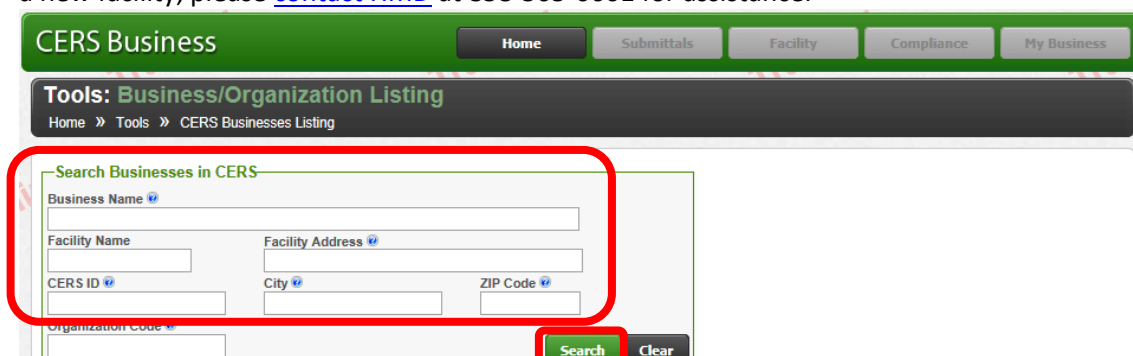
Now that you have found your facility, select "Request access…"

Enter your phone number and title, and then click **"Submit"** to send your request for processing.

You will receive confirmation that your request has been sent. **San Diego County DEH will only approve access requests to existing contacts listed in our database for your facility**, if your request is rejected due to an unfamiliar name not previously listed in our database, you will be provided with further guidance on how to rectify this. Due to a high volume of requests, we ask for your patience in this step. You will receive an automated CERS email when your request has been processed.

Step III: Answer "Yes" in the Hazardous Materials box of the Business Activities Form

1. Once you've been granted access to your seeded facility, it will show up on your home page. Select the green **"Start/Edit Submittal"** button to view the forms you need to review. Some fields may be pre-populated but you should verify all the information in this guidance document before submitting.

2. Click **"Edit"** at the end of the **"Business Activities"** form listed on the right side in the Facility Information box. In CERS, anything that is green and marked **"Ready to Submit"** means it has been populated with the required fields, but it is good practice to check them before submitting to ensure the information is correct. You must make sure every form within each box is green and ready to submit before you can submit the forms in that section.

3. Make sure the first question in the Hazardous Materials box is marked **"Yes"** as shown below. Please be advised that even if your facility does not have hazardous materials on site above the stated thresholds, San Diego County asks that you answer "Yes" to this question in order to enter your medical waste items into CERS. At this time, it is the way the process works.

4. (optional) You can also edit the Facility Name and Address in this form by using the **"Edit"** buttons within the Site Identification box at the top. For example, if the address doesn't contain the suite number, you can add it in that box.

Step IV: Review the Business Owner/Operator Identification form

1. Select **"Edit"** on your Business Owner/Operator Identification form to review your facility's contact information.

2. You will not be able to submit if you do not fill out any fields marked in red. Pay special attention to the Owner fields (even if they aren't red), as they were mistakenly populated with the property owner information rather than the business owner. Edit as necessary and select **"Save"** when finished.

Step V: Either verify seeded inventory or enter medical waste items into the Hazardous Materials Inventory submittal element.

Look at the gray line marked "Hazardous Materials Inventory". There are two sets of instructions depending on whether or not your medical waste was pre-populated by the seeding process.
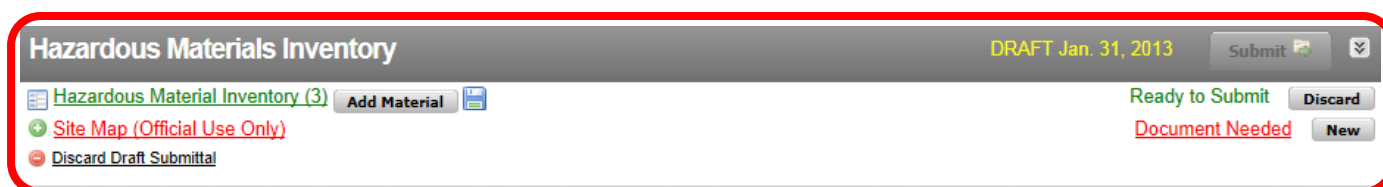
SCENARIO A- Entering your Medical Waste Inventory: If your box says "No previous submittal" as shown below, you will need to select **"Start"** on the Hazardous Materials Inventory submittal element and **follow steps 1-4 on page 7.**

SCENARIO B- Verifying your seeded Medical Waste Inventory: If your box has a "draft" in the gray line and there are two line items inside the box as shown below, please **skip steps 1-4 on page 7 and follow steps 1-5 on page 8 instead.**

If you are following Scenario A as described above, follow the instructions on this page. Otherwise, skip to page 8.

1. Select **"Add Material"**

2. Select **"Unable to Find Material/Add New Chemical"** to add your first medical waste item

3. Enter your medical waste item into the inventory form. Required fields are circled below in the sample entry for sharps waste. Make sure you leave the **State Waste Code** field blank.

Chemical Name
Infectious Waste, Sharps

Warning
Build: 2.1.0093

CERS Chemical Library ID
-

Common Name
Sharps

CAS Number

US EPA SRS Number

Physical State
◉ Solid ○ Liquid ○ Gas

Hazardous Material Type ?
○ Pure ○ Mixture ◉ Waste

Trade Secret
○ Yes ○ No

Chemical Hazard Classification

EHS
○ Yes ◉ No

Radioactive
○ Yes ◉ No

Curies

Fire Code Hazard Classes (by priority)
[▼]
[▼]
[▼]

View/Edit Additional Firecodes

Federal Hazard Categories
☐ Fire
☐ Reactive
☐ Pressure Release
☐ Acute Health
☐ Chronic Health

DOT Hazard Class ?

State Waste Code ?
[   ] Lookup Code

Do not enter a State Waste Code

Inventory Location and Quantity

Chemical Location

Chemical Location Confidential EPCRA
○ Yes ○ No

Map# (Optional)   **Grid# (Optional)**

Average Daily Amount

Largest Container

Days on Site

Maximum Daily Amount ?
10

Annual Waste Amount ?

Units
○ gallons
○ cubic feet
◉ pounds
○ tons

Inventory Storage Information

☐ Aboveground Tank   ☐ Can   ☐ Box   ☐ Tank Truck, Tank Wagon
☐ Underground Tank   ☐ Carboy   ☐ Cylinder   ☐ Tank Car, Rail Car
☐ Tank Inside Building ☐ Silo   ☐ Glass Bottle ☐ Other
☐ Steel Drum   ☐ Fiber Drum ☑ Plastic Bottle
☐ Plastic/Non-Metallic Drum ☐ Bag   ☐ Tote Bin

4. If you have more medical waste items to add, select **"Save and Add Another Material"** to fill out another identical form for your next item. Otherwise, hit **"Save".**

5. Once your inventory has been reviewed, select **"Done"** to go back to your draft submittal and go to Section VI for the next step.

Hazardous Materials Inventory (1)   Draft Jan. 31, 2013   [Add Material] [Add Site Map] [Done]

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	WASTE 902 INFECTIOUS WASTE, SHARPS 🖨			5 pounds	Discard

[Validate My Inventory]   [Export To Excel]
⟳ |◁ ◁ [1] [15 ▼] Page [1] of 1 ▷ ▷| Displaying items 1 - 1 of 1

Scenario B

If you are following Scenario B as described at the bottom of page 5, please follow steps 1-5 below.

1. Click on the line marked **"Hazardous Material Inventory"** to see a list of items we had on record for your facility's medical waste inventory. The number inside the parenthesis denotes how many items are in the inventory.

Hazardous Materials Inventory   DRAFT Jan. 31, 2013   [Submit ⬆] [⌄]
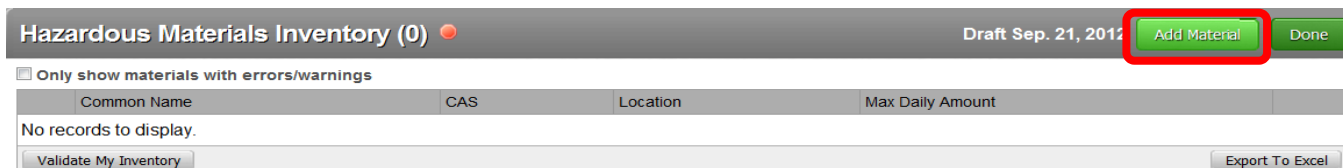
🔲 Hazardous Material Inventory (3) [Add Material] 💾   Ready to Submit   [Discard]
⊕ Site Map (Official Use Only)   Document Needed   [New]
⊖ Discard Draft Submittal

2. Clicking on each of the items in your inventory will open up an inventory form like the one shown below. Verify the information pre-filled on the form and fill in anything that may be missing in red.

3. Select **"Save"** if you've made any edits. Otherwise, if it all looks correct select **"Cancel"** to go back to the list.

4. If there are any other items in your inventory, go through each one, verify the information and save any edits as you did in steps II & III above. A red dot means there is missing fields to be entered.

5. Once your entire inventory has been reviewed select **"Done"** to go back to your draft submittal.

Step VI. Select "Exempt" for the Site Map requirement

1. Select **"Site Map"** under the Hazardous Materials Inventory submittal element.

2. Select **"Exempt"** in the Document Options box and enter a comment saying you are medical waste generator and hit **"Save"**.

Step VII: Submit

1. Select one of the two green **"Submit"** buttons.

2. Select the green **"Add Comment to Regulator"** links and enter comments stating you're a small quantity medical waste generator. If you made changes to your inventory, please include that in a comment as well. Sample comments are shown below. Click here to begin to open the comment box.

Ready to Submit   **Submit Selected Elements**

Facility Information   Ready To Submit ☑

Information will be reported to San Diego County Department of Environmental Health.
Remove Comment To Regulator

```
Small quantity medical waste generator. Updated Owner
iformation and site address to include suite number.
```

Hazardous Materials Inventory   Ready To Submit ☑

Information will be reported to San Diego County Department of Environmental Health.
Remove Comment To Regulator

```
Deleted red bag waste as we no longer generate it. Sharps
waste was left as is.
```

3. Select **"Submit Selected Elements"** as shown above.

4. If your information was submitted successfully, you should see the following statement.

You have submitted the following elements on 1/10/2013 to **San Diego County Department of Environmental Health**

- Facility Information
- Hazardous Materials Inventory